**XAVIER UNIVERSITY**

**CAMPUS MINISTRIES MULTI-PURPOSE ROOM**

**Reservation Form**

 No. \_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ] XU-URO [ ] OMM Office/Unit [ ] Outside Group [ ] Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Expected Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reserved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature above Printed Name Signature above Printed Name

 (Designation)

**Reminders:**

1. Campus Ministries Multi-Purpose Room is primarily used for meetings of Campus Ministries, Mission and Ministry, and Research and Social Outreach Offices. It is reserved primarily for the different formation units in the care of the Campus Ministries Office. Other offices in the university may use if available.
2. The use of the room is limited to small groupings only.
3. For XU-URO members, the presence of a moderator is required during the conduct of the activity.
4. When the occasion warrants, reservation made by another group shall be cancelled in favor of the Campus Ministries. Proper notification shall be made by the Campus Ministries staff one week prior to the cancellation.
5. The person who reserves the place shall be the same person responsible for the after-care of the place.
6. Campus Ministries Office reserves the right to cancel or revoke confirmed reservation in cases of misrepresentation and/or violation of the policies, rules and regulations.
7. Reservation made is considered tentative until fully accomplished reservation form is returned to the Campus Ministries Office.
8. Any damages incurred relative to the use of the room shall be charged against the person applying for reservation and the person endorsing approval of the application.
9. Campus Ministries Office should be informed of any cancellation or alteration in the reservation at least three (3) days before the date of the actual use.
10. Any complaint should be directed in writing to the Director of Campus Ministries.

**Campus Ministries Office Use Only**

Approved by: FR RICHARD V ELLA SJ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_